

**To:** McGrath, Patricia[mcgrath.patricia@epa.gov]; Vaughan, Molly[Vaughan.Molly@epa.gov]  
**From:** Nogi, Jill  
**Sent:** Tue 1/9/2018 10:52:39 PM  
**Subject:** some suggested edits on the cover letter and attached comments  
Coordination plan comments cover 20180108 JN edits.docx  
Corps Coordination Plan comments 20180108 JN edits.docx

Hi Patty,

Thanks for working on the letter for David's signature and on the attached more detailed comments on the Draft Cooperating Agency Coordination Plan. And, thanks for sharing these for a quick review! I really appreciate it. I took a quick look and the comments make sense to me! I do have suggestions on some of the language, as we're always keeping HQ guidance and direction in mind. We have a letter writing guidance from HQ that we've been using for the past year, and we are being tracked/held accountable for following the HQ guidance in all of our NEPA correspondence. With that in mind, I added some phrases, etc. that we've been using more this past year. I would be happy to talk through my suggestions if you'd like for the 3 of us to touch base before you share the letter with David.

I think we should also talk about our Regional NEPA correspondence naming conventions, SOPs, etc. as I recommend that everything going out from EPA on the NEPA side should use those and be named/filed similar to all of our other NEPA correspondence (whether it comes from you, Molly, me or David, etc). It will help us immensely in the long run. Let us know when you would want to talk about that.

Jill

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